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DD/A Rel. 85-3293

SEP 20 1985

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA: Executive Director
Deputy Director for AdministrationFROM: Robert W. Magee
Director of PersonnelSUBJECT: Senior Intelligence Service Positions
Directorate of Administration

25X1 1. Action Requested: Your approval to upgrade two positions in the Office of Information Technology (OIT), Directorate of Administration, from SIS-1/2 to SIS-03.

25X1 2. Background: The Position Management and Compensation Division (PMCD) of the Office of Personnel recently completed position classification reviews of the positions of Chief, Systems Engineering Group and Chief, Processing Systems Group. Based upon these reviews, PMCD has determined that both positions warrant upgrading from the SIS-1/2 to the SIS-03 level. The rationale for these determinations is provided in the attachment to this memorandum. This action will not change the current SIS position allocation for the Directorate of Administration.

3. Recommendation: It is recommended that you approve the following actions:

a. Upgrade the position of Chief, Systems Engineering Group, Office of Information Technology, from SIS-1/2 to SIS-03.

Approve

Disapprove

b. Upgrade the position of Chief, Processing Systems Group, Office of Information Technology, from SIS-1/2 to SIS-03.

Approve

Disapprove

Robert W. Magee

Robert W. Magee

DGI
EXEC
REG

Attachment

P-100

SECRET

SUBJECT: Senior Intelligence Service Positions
Directorate of Administration

CONCUR:

Signed: 24 SEP 1985 25X1

Deputy Director for Administration Date

✓

Executive Director Date

APPROVED:

25X1

for 01 OCT 1985

Deputy Director of Central Intelligence Date

25X1

OP/PA&E/PMCD/DABranc (16Sep85)

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Chief, Systems Engineering Group, Office of Information Technology,
Directorate of Administration

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This position serves as Chief, Systems Engineering Group (SEG), one of eight operating groups within the Office of Information Technology (OIT). The position's incumbent is responsible for planning, managing, directing, and coordinating all Group activities and resources. Group activities are carried out by employees of the three divisions who staff [] full-time professional, technical, and clerical positions. This work force is supplemented by [] contractor personnel. SEG is responsible for providing operating systems, data base management systems, and other systems software for OIT computer complexes which support OIT, Agency, and Intelligence Community applications. Systems Analysts and Systems Programmers predominate in SEG; they are considered technical experts in the area of computer software and act as consultants to other programmers in OIT and throughout the Agency. []

25X1

Chief, SEG, functions as a manager, technical leader/consultant, and operating systems designer. As a manager, the individual oversees and ensures the implementation and enhancement of all operating system software for five large computer complexes which have large and various peripheral equipment. Additionally, the individual acts as lead consultant on the design, development, and testing of information handling systems in support of critical on-line activities of Agency-wide importance, and proposes future initiatives and policy for the Office. In behalf of the Director, OIT, the incumbent consults with senior officials and components on matters pertaining to systems software, computer security, communications, minicomputers, and/or future computer architecture. []

25X1

In order to discharge the duties of this position, the incumbent is required to have expert knowledge of the concepts and conventions of systems programming (i.e., systems architecture and design, software practice, operating and data base system fundamentals, and time sharing principles); extensive knowledge of the design and internal workings of terminals, with emphasis on those used by the Agency; and extensive knowledge of hardware and software systems provided by major computer vendors. []

25X1

Evaluation of this position addressed three important factors: (1) managerial responsibilities over a work force where the base level of substantive work has been determined to be at the GS-14 level, (2) the breadth and complexity of assignments, and (3) the impact and criticality of Group programs and activities. The size, composition, and grade levels of the work force weigh most heavily and are sufficient to conclude that the managerial responsibilities of this position exceed the current SIS-1/2 level. The strength of the other factors further support this conclusion. Comparisons against other group chief positions in OIT revealed that subject position equates to those established at the SIS-03 level in terms of level of managerial responsibilities, complexity of assignments, and scope of program activities. Accordingly, it is recommended that this position be allocated at the SIS-03 level. []

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Chief, Processing Systems Group, Office of Information Technology,
Directorate of Administration

25X1 This position serves as Chief, Processing Systems Group (PSG). The Group
25X1 is comprised of three divisions and staffed with [] professional, technical,
and clerical personnel and [] contractor personnel. PSG is responsible for
the design, development, acquisition, installation, operation, and maintenance
of the equipment and computer centers used by all Office of Information
Technology (OIT) systems, including the Secure Analyst File Environment (SAFE)
and COMIREX Automated Management Systems (CAMS) projects. The Group also has
responsibility for identifying, acquiring, and integrating new technology to
satisfy data processing and data communications requirements. PSG programs
support the requirements of OIT, the Agency, and other members of the
Intelligence Community. []

25X1 As Chief, PSG, the incumbent is responsible for planning, managing, and
directing resources to ensure adequate ADP support. Specific responsibilities
include providing new data processing and data communications equipment,
maintaining hardware, ensuring the efficient and effective management of five
data centers, and evaluating computer performance to achieve maximum computer
system availability goals. Additional data processing activities include
providing general management for Wang and other word processing support for
the Agency, providing support to the New Building Project Office to assure
that associated data communications projects integrate with the new building
architecture, managing the construction and design of the new computer
facility, and managing programs for the replacement of the terminal with a new
work station that will satisfy the need to integrate data processing and word
processing functions. It is the incumbent's responsibility to approve new
projects, to periodically review the progress of on-going initiatives, and to
obtain adequate resources to support these projects. []

25X1 This position requires extensive knowledge and experience in the fields of
computer science and electrical engineering. It also requires experience in
the development of large, complex data processing and data communications
systems as well as knowledge of computer center operations and management. A
fundamental understanding of the Agency's missions, functions, and objectives
and a detailed knowledge of the Agency's ADP policy, budget, and procurement
methods are essential. []

25X1 Evaluation of this position addressed the level and type of management
responsibilities, knowledge required, scope and effect of the work, and
complexity of assignments. In these areas, the position equates fully to
other group chief positions in OIT which are graded at the SIS-03 level.
Accordindaly, it is recommended that this position be allocated at the SIS-03
level. []